

Aoyama, Joyce

From: Aoyama, Joyce
Sent: Tuesday, January 28, 2014 10:00 AM
To: Farnham, Kim; Hardin, Karen
Subject: Review of PAMMU boxes

Hi Kim and Karen,

Karen was just here asking about Lead Certification files and some maybe be marked as 207a instead of 006b. When I reviewed the boxes that Karen has so diligently created, I realized that we'll need to review the schedules for the Asbestos Enforcement boxes (207a , 207b, 006a) and renumber the outside of the boxes so we can create groups according to their records series. When we start with a new series, we need to start at "Box 1 of ___" again.

I have asked Karen to continue adding Lead Cert files into Versatile and number boxes with pencil until we can talk to you and straighten all this out. Thanks for your cooperation!

Thank you,

Joyce Aoyama
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